**MESSENGER**
If you have questions, please chat us from Fulfillment by clicking the Messenger icon in the upper right-hand corner of your screen.

## BUSINESS REQUIREMENTS

**Do not** send an Advance Ship Notice with multiple SKUs within a single carton unless you have had prior **approval** from Cornerstone.

Send one Advance Ship Notice **per shipment**.

**Prepaid Vendors** – Cornerstone also requires the **original Bill of Lading** or a copy of the original (no drafts) to be emailed to the AP team.

Cornerstone requires the use of GS1-128 Shipping Labels for Bulk and Packing Slips for Drop Ship. Fulfillment will generate these from a saved or sent Advance Ship Notice.

If approved to ship multiple products per carton, you must provide a **unique Shipping Label per SKU**.

Review your Compliance Manual for further information regarding Cornerstone Brand's expectations.

## PACKING MULTIPLE SKUS

To ship multiple unique SKUs within a single carton:

1. ❗ Reach out to your buyer for approval for **each order** in question. To have Multi-SKU chargeback fees waived, your buyer must approve a Multi-SKU Shipment.

2. Once approved, pack your Advance Ship Notice in Fulfillment as if each SKU is being packed into its own carton. This way, a unique Shipping Label is generated for each SKU.



*For example, this Shipment contains three SKUs shipping in the same carton. They have been packed in three separate cartons to generate three shipping labels.*

# PACKING MULTIPLE SKUS

3. Place all the corresponding **SKUs and Shipping Labels** inside a single carton and write 'Mixed' on the carton.
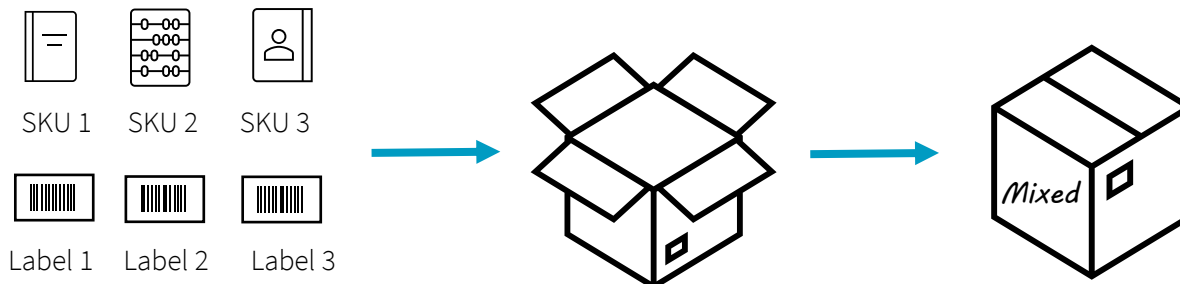


Place each SKU in a separate plastic bag with the label inside the bag or loose in the carton. The labels must not be affixed to bag or product, as the sticker must remain usable with the backing still intact. Every item inside should be poly bagged and then that group of SKUs should also be poly bagged to separate each SKU.
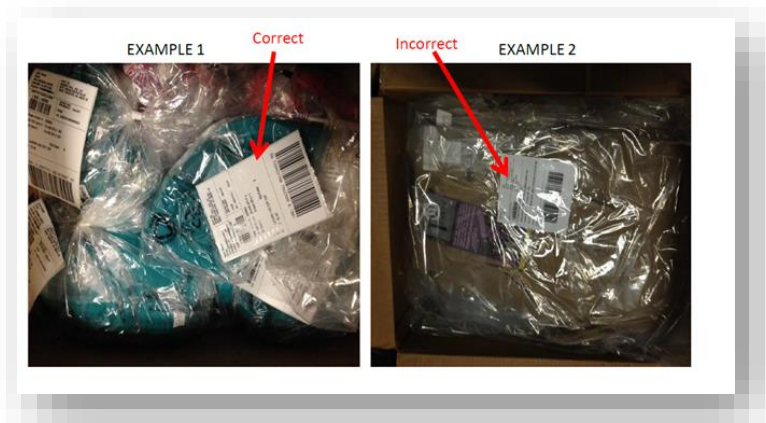


On the outside of the carton, mark it as Multi-Sku/Mixed with a sticker or marker, preferably on four of the six sides.

❗ Do note place any labels on the outside of the carton.

❗ Shipments containing shoes do not need to be individually wrapped. Each carton should contain the GS1-128 labels for the SKUs inside (either in a bag or "pouch" like the packing slip).

# CHECK FOR ERRORS

Once you successfully add all line items and all mandatory fields are complete, click **Check for Errors** at the top of the form. Fields with errors or missing information will be highlighted in **red**.



Once the form does not return any errors, click **Save** to create a draft or **Send** to deliver the document to Cornerstone.